

Welcome to
Royal Mile Primary School

**Early Years
and
Nursery Class**



Royal Mile Primary School

Early Years and Nursery Class

Our Vision

To provide innovative, high quality learning experiences for all and to promote mutual respect and positive partnerships within a welcoming environment.

Our Aims

Successful Learner

Do the Best You Can!

We will be motivated and make every effort to reach our learning goals with the support and commitment of the whole school community; parents, pupils, staff and friends

Confident Individual

Be Proud of Who You Are!

We will work together to build self esteem, promote individuality and value the contributions of everyone in our school community.

Effective Contributors

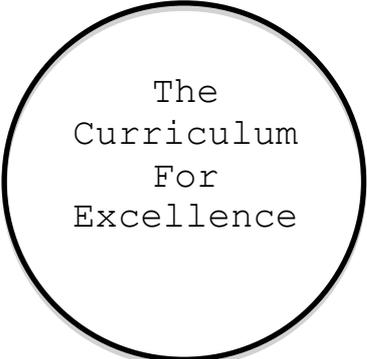
Go for It! You Can Do It!

We will actively participate in all areas of school life, and the life of the wider communities we live in, and make the most of every opportunity to make a positive difference.

Responsible Citizen

Support and Care for Yourself and Others!

We will all show and encourage respect for others and look after everything around us.



The
Curriculum
For
Excellence

We aim to provide a range of high quality activities and experiences to support your child's development and learning.

We follow the curriculum set out in the City of Edinburgh and Scottish Executive's Guidelines, The Curriculum for Excellence and The Birth to Three Framework. **The Care Inspectorate visit us regularly to report on our service and we work to their National Care Standards.** A copy of our most recent inspection report is available on the Care Inspectorate web site.

The centre has in place Child Protection Guidelines that all staff must adhere to when there are concerns about a child's welfare. If you have any concerns please speak to a member of staff and there is also a range of leaflets available on Edinburgh's website www.edinburgh.gov.uk

We are committed to working in partnership with parents and carers. By working together and building good communication between our Early Years Team and your family we will endeavour to provide the best early years learning experience possible for you and your child.

Please check out our website www.royalmile.edin.sch.uk, newsletters and noticeboards or speak to a member of the Early Years Team for more details.

Starting Eligible Twos or Nursery

Families in receipt of some benefits or with the support of their Health Visitor may qualify for a place in our Eligible Twos Service. Children will be offered a place in the term following their second birthday.

Children may be registered for a nursery place on their second birthday. They will be offered a nursery place in the term following their third birthday.

More information and application forms are available from the Main School Office, Early Years Team or at http://www.edinburgh.gov.uk/info/20014/schools_and_learning

Eligible Two Year Olds Service and Nursery Hours

Monday to Friday

Part time morning places 8.30 am to 11.40 am.

Part time afternoon places 12.20 pm – 3.30 pm.

<p>*We have a limited number of full time places which can be purchased .If you would like more information about this please contact a member of the Early Years Team.</p>

Safety and Security

Your child's safety is of paramount importance to us and we adhere to the guidelines and policies laid down by the City of Edinburgh Council and the Care Inspectorate for Scotland. **Please close gates and doors in the school grounds and Nursery Building to keep all children safe.**

Car Parking

Car parking is not available. To ensure your child's safety please park considerately and legally. Please supervise all children at all times: in the waiting area, cloakrooms and outside the nursery gate on the pavement.

Please try to make sure your child is dropped off and collected promptly from nursery each day. Children can be very upset if they see their friends leaving and are left behind.

Registration

The start of each nursery session is an important time for your child to find out what experiences are available and to take part in group times so that they can get the maximum benefit from being at nursery.

Children are encouraged to register by themselves using the Interactive Whiteboard.

When you drop your child off you must complete the form to say WHO WILL COLLECT THEM. If it is someone new make sure the Early Years Team are aware and have enough information to make a safe handover. If we are in any doubt we will ask the person collecting to wait until we have contacted you.

If your child is going to be absent from nursery please let us know before 9.30am (morning and full time children) or 1pm (afternoon children).

If you do not contact us we will try to reach you by text and record that we have done so. If we are unable to contact you and have any cause for concern in respect of your child's non- appearance the Head Teacher will take appropriate action to follow up the absence and record those actions.

If your child is unwell at nursery we will contact you so they can be taken home. Please ensure we have up to date contact details including an emergency contact.

Collecting your child

When you register your child we ask that you complete a form detailing anyone who may collect your child from nursery. You can add or remove names from this list at any time.

Anyone dropping off or collecting a child from nursery must be over 16 years of age.

Without your consent we cannot let a child leave with anyone other than their parent.

At the end of the session please be punctual. It can be very distressing when you are just wee to see all the other boys and girls going away home and be left at nursery. If you are unavoidably delayed please let us know by telephone.



The First few days

Coming to the Eligible Two's Service or Nursery Class is a big step for you and your child and the settling in period varies for every child and staff will discuss this with you.

There are planned opportunities to visit and take part in Stay and Play groups before your child starts. The first day is a short visit of about one hour and you should stay with your child. The Early Years Team will work with you and plan a gradual settling in programme where you withdraw for increasingly longer periods of time as your child becomes more confident.

It is very important to ensure that your child is secure and happy before expecting them to stay for a full nursery session without your support.

It is also important that you are confident that your child will be happy and have the best possible experiences of early education, so don't hesitate to talk to staff and ask any questions you may have.

Our staff are all very experienced and well qualified to advise you so that the move to nursery will be as smooth as possible for you and your child.

Additional Support Needs :

An additional support need comes from anything which is a barrier to learning. Most or all schools will have some children with additional support needs of some kind. The education authority has many legal duties towards pupils with additional support needs. Information about this is contained in a booklet called *In On The Act : Information For The General Public* which is published on the education authority website at www.edinburgh.gov.uk/inontheact

Please do not hesitate to speak to a member of the Early Years Team if you have any concerns about your child and their wellbeing.

What will my child do at Nursery?

Our Nursery Class and Eligible Twos Service follow guidelines set out in the Birth to Three Framework and the Curriculum for Excellence. Early Years education is recognised as a key stage in your child's development and our child centred approach to learning through play includes a range of carefully planned activities and learning experiences. Staff are expert at looking at each child's interests and abilities and matching them to activities and learning experiences to meet that child's needs and extend their learning. The curriculum is the same for both morning and afternoon sessions and is differentiated to meet the developmental needs of individual children and to stimulate their interests.

The Curriculum for Excellence and Birth to Three Framework provide an overarching philosophy and framework that informs all learning experiences in the early years setting and addresses the holistic development of children and young people.

By using the early years curriculum and its evaluation we are able to ensure breadth and balance, and experiences in all areas of intellectual, social, emotional and physical development.

There is information in the entrance area about what is happening in nursery, the medium term plans and information about the topics your child is looking at and special events coming up.

Please do not hesitate to speak to a member of the Early Years Team if you have questions about the learning experiences in the nursery building or if you would like to contribute to the learning experiences yourself.

The Learning Journey at Royal Mile Primary School

Birth to Three Framework

Four Key Principles for Best Starts and Positive Outcomes

Rights Of The Child	Relationships	Responsive Care	Respect
Children are active citizens in the world and, from a very early age, children are finding out about their rights, often through relationships and the ways in which others treat them. They are learning about expressing themselves, their interdependence with others, how valued they are, and about sharing, making choices and their place in the world.	All staff working with children are aware of their responsibilities in ensuring and promoting positive relationships and the impact this has on children's future outcomes and life chances. The importance of respecting children, and ensuring they are welcomed into a safe, secure, loving and familiar environment, cannot be overstated.	Responsive care means knowing and accepting children, respecting that they are unique individuals. Babies make sense of the world through adults and the responses that they receive let them know that the significant adults in their lives are consistent, reliable and trustworthy, and responsive to their needs. Children have different dispositions and preferences. There are natural differences in the ways in which they learn as well as the pace of learning.	Children need a sense of belonging and a feeling of being appreciated and valued if they are to participate in and contribute to society, feel happy and thrive. Feeling included is essential for all children and is based on mutual respect and warm, reciprocal relationships. Encouraging self-respect and respect for others begins through the kind of experiences and relationships children have with the people around them.

Curriculum for Excellence

There are eight areas of Learning and Development

Confident Individual	Responsible Citizen	Effective Contributor	Successful Learner
<u>A Unique Child</u> Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.	<u>Positive Relationships</u> Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person	<u>Enabling Environments</u> The environment plays a key role in supporting and extending children's development and learning	<u>Learning and Development</u> Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected

Literacy and  Language	Numeracy and Mathematics 	Health and  Well Being
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Social Studies 	Sciences 	Expressive Arts 	Technologies 	Religious and Moral Education 
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Health and Wellbeing

In Early Years there are a range of activities and routines under sensitive adult guidance to support development in physical and emotional well being. We seek to establish positive attitudes to learning and to provide the early success that will build your child's self esteem so they approach new challenges with confidence. We will also be encouraging independence and self help skills. Children are encouraged to make friends, cooperate with others and talk about their ideas and feelings as well as those of others.

Large body movements are encouraged through outdoor play using a variety of apparatus, use of the school gym and games and activities like catching balls or balancing. Fine motor skills and manual dexterity are developed using a wide range of experiences including using pencils, scissors and playing with dough. The children will develop confidence in their abilities and skills.

Literacy and English

In nursery and early years settings children learn to talk to other children and to adults outside their family and to ask questions as well as answer them. They learn to follow instructions and to explain and talk about their ideas. Our nursery songs and stories are the foundations for reading readiness and counting and there are many opportunities to find out about books, letters and writing.

Numeracy and Maths

Through active play and guided learning experiences in the nursery environment children are encouraged to explore number, pattern, shape and symmetry. Songs and games, puzzles, construction toys and making snack all encourage the practical use of number and development of mathematical knowledge and problem solving at this early stage.

Technology, Social Sciences, RME and Science

Through guided enquiry and learning experiences children will gain factual knowledge about a wide range of subjects often linked to themes such as the seasons or shapes.

Children are encouraged to develop their own interests and to find out information for themselves by looking closely at the world around them, including festivals and events. Learning experiences in early years settings often grow from children's interests and from events in their families and communities. Children are encouraged to respect and share different ideas.

Expressive Arts

There are lots of opportunities for children in the nursery to use different materials and techniques to express their ideas, feelings, develop their imagination and explore their world with confidence. These



include painting, modelling, dance, music and role-play. This can be a great source of personal satisfaction and develop positive self-esteem.

We hope that you will take an active role in supporting your child and coming along to events and groups in the Early Years Settings and Nursery Class.

Behaviour

Children are encouraged to develop a responsible attitude to their own behaviour and to be aware of the feelings and needs of others.

Staff will use positive behaviour strategies to model and encourage the type of behaviour that is acceptable. Staff will deal sensitively with any lapses so that children understand why their behaviour was not acceptable. Should your child's behaviour become a cause for concern we will contact you so that we can work together.

The Four Bees

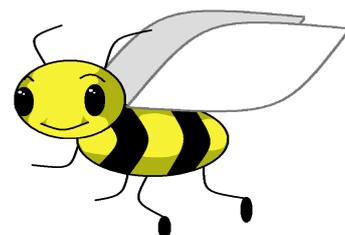
All children in the early years are encouraged to look out for these helpful creatures and model their behaviour on them.

Be Busy

Be Safe

Be Kind

Be Gentle



What to wear.....

Your child will have the chance to take part in lots of different activities, both indoors and out, including; arts and crafts, water and sand, dancing, cooking and gardening!

Clothes should be:

- easy to move in
- have fasteners and buttons your child can handle themselves. We will be encouraging your child to be more independent
- okay to get dirty (pinnies don't cover everything)
- suitable for the weather - Children will be out and about every day

Parents and Carers are asked to provide a pair of indoor shoes for everyday use.



If appropriate a change of clothes, nappies, wipes and nappy sacks should be left in the bag on your child's peg or in their locker.

Please put your CHILD'S NAME in ALL their clothing.

Please do not allow your child to bring toys into nursery as loss or damage can be very distressing. When it is unavoidable they will be asked to leave them in the cloakroom in the treasure box. We will not take responsibility for these toys. Sometimes we may ask children to bring in things as part of a topic but we will advise you of this.

Healthy Eating

At Royal Mile we encourage all our children to eat a healthy and well balanced diet. Children are offered a healthy snack in the morning and afternoon. This may include: fruit, cheese, milk, yoghurt and wholemeal bread. **Please be sure to let us know if your child has a special diet or allergies.**



Full time children can bring a packed lunch from home or may purchase a school lunch. Claim forms for assistance with this cost can be collected from the school office.

Children clean their teeth after snack as part of the Scottish Executive's tooth brushing programme, with your permission.

SNACK MONEY is paid on MONDAYS -£1.50 per week

(£2.00 per week for full time places).

Health

If your child is unwell we will contact you. Please ensure we have up to date contact details.

It is very important that staff are informed of any medical conditions, including allergies, that your child may have as soon as they come into the Nursery or Eligible Twos Setting. Arrangements for administering medicines should be agreed on an individual basis with all the relevant permission forms completed.

Please do not hesitate to speak to staff if you have any questions about your child returning after an illness. As a general rule children should not return after a bout of sickness until they have been free of symptoms for 48 hours.

Accidents will happen...

If your child has an accident or is injured at nursery staff will take advice from our school's qualified First Aider. Minor bumps and abrasions are dealt with in school. Staff will inform you of any accident and ask you to sign the Accident or Incident Book when you collect your child.

If professional medical care is considered necessary or your child is unfit to complete the session then we will contact you or your named emergency contact. If a serious accident occurs and it is impossible to contact either parents or emergency contacts the child will be taken to a doctor or hospital without delay. **Please ensure our emergency contact details are kept up to date by informing us promptly of any changes.**

Visits and Outings

The local environment is an excellent source of learning experiences that include visits to the library, recycling and posting letters or just watching the seasons change! Risk assessments for all outings are completed to ensure children's safety. You will be asked to complete an EE2 form each session to cover your child going on local outings. An extra pair of hands is always welcome so please look out on our notice board for details and let us know if you can help.



How is my child doing?

If you want to talk to a member of the Early Years Team about your child's progress or any other concerns you might have please do not hesitate to ask for a meeting. Staff will be building up a profile of observations, examples of work and special achievements for each child throughout their time in nursery. You will be invited to share and add to these in your child's 'Personal Learning Planning' or PLP.

At the end of each year a progress report will be written based on these profiles and this will be sent home. You will also be offered parent consultations with your child's nursery teacher during the year.

Your child's progress report is also shared with their Primary 1 teacher to provide useful information and continuity. This helps to ensure a smooth transition into Primary School.

Onwards to Primary One!

Pupils whose 5th birthday falls between 1st March and 28th February of the following year are eligible for admission to Primary 1 on the first day of the autumn term. In November adverts appear in the local press and schools advising you to contact your local school and enrol your child. If you live outwith our catchment area you should contact us to talk about placement at this time.

If you have any questions about this please contact our school administrator on 0131 5563347.

